



Firefighter Recruitment Process

**09/18/17 -
10/15/17**

Step 1: Advertisements

Upon approval by the Police and Fire Commission for the hiring of sworn officers, advertisements will be placed with the following agencies:

Source

- *Wisconsin State Journal
- *Madison Times
- *Capital City Hues
- *Women in Fire and Emergency Services (i-woman.org)
- *International Association of Black Firefighters (iabpf.org)
- National Association of Hispanic Firefighters (nahf.org)
- Wisconsin State Firefighter's Association
- Wisconsin State Fire Chiefs Association
- Wisconsin Employment Resource Connection
(wisconsinmilitary.org/werc)
- Internal Posting at City Hall
- Wisconsin Technical Colleges Internet Job Board
- Fitchburg Access Cable Television
- City of Fitchburg Website
- University of Wisconsin Consortium Website
- Wisconsin Department of Workforce Development
- City of Fitchburg e-mail listserv
- City Facebook Accounts
- Diversity & Community Contacts:
 - Centro Hispano
 - Boys & Girls Club of Dane County
 - WI Women of Color Network Inc. (WWOCN)
 - League of Martin
 - Urban League of Greater Madison
 - NAACP – Milwaukee
 - Kennedy Heights Community Center
 - Bridge Lake Point Waunona Neighborhood Center
 - Outreach

Duration

[illegible]

* Paid Advertising

11/04/17 -

Step 2: Testing

At the end of the application period all candidates that have submitted complete application materials and possess the minimum qualifications will be scheduled to take the Entry Level Firefighter written exam. This test will be Administered and scored by Wisconsin Personnel Partners. Fire Department and/or HR staff will proctor the exam. Testing will take place in the Oak Hall Room and/or Fitchburg room of the Community Center.

11/17/17

Step 3: Evaluation of Test Scores

Test scores are evaluated with all candidates scoring 70% or greater proceeding to the next step in the selection process.

11/27/17- 12/01/17	Step 4: Evaluation of Supplemental Questionnaires Top scoring candidates from the written exam will be evaluated based on the established criteria previously approved by the PFC. The selection committee will score the questionnaires and establish a list of the top applicants to proceed to the Panel Interviews. The selection committee will include: Human Resources Manager, Human Resources Specialist, Deputy Fire Chief, Career Lieutenant, and up to two Career Firefighters.
12/11/17 - 12/15/17	Step 5: Panel Interviews, Chief's Interview, and Personnel Evaluation Profile Candidates invited to participate in oral panel interviews. Minimum of 3 panelists, one internal and two external will participate. The same questions will be asked to each candidate. An applicant may ask for panelists to excuse themselves from the interview, should the candidate feel they would not receive a fair evaluation from that panelist. All candidates will also participate in an interview with the Chief and take the Personnel Evaluation Profile, as developed by Personnel Evaluation, Inc. This test evaluates a person's motivation, ethics, honesty, work habits, etc. This evaluation will be used by the background investigator in conducting a comprehensive background.
12/18/17 - 01/10/18	Step 6: Background Checks
01/10/18	Step 7: Recommendation to the PFC Recommendations to the PFC for filling of the current vacancy and establishment of an eligibility list to fill future vacancies.
01/11/18	Conditional Offer Conditional offers of employment will be made to candidates recommended by the Chief, and approved by the PFC, which successfully pass the comprehensive background. Offers are contingent upon the successful completion of a physical exam and pre-employment drug screen.
01/15/18-	Step 8: Pre-employment Medical Exams and drug screens
02/05/18	First Day